

**TOWN OF WILLIAMSPORT**  
**MAYOR AND COUNCIL MEETING MINUTES**  
**August 13, 2012**

A regular meeting of the Williamsport Mayor and Council was held on August 13, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II  
Councilwoman Joan Knode  
Councilman Jim Kalbfleisch  
Councilman Bill Green  
Councilman Tim Fraker  
Councilwoman Maya Haines  
Town Attorney Ed Kuczynski

Also present Donnie Stotelmyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Tim Fraker to accept the minutes of the regular meeting minutes held on July 9, 2012, and the Executive meeting minutes held on July 9, 2012, and the emergency meeting minutes from July 20, 2012 and the special meeting minutes from July 30, 2012 and the workshop minutes from August 6, 2012 and the executive meeting minutes from August 6, 2012 seconded by Councilwoman Maya Haines with all voting in favor motion carried.

**Financial Report**

No financial report presented due the audit being conducted by Draper McGinley Auditing Firm.

**Guests**

Mayor James McCleaf introduced Mike Nestor of Thrasher Engineering.

THRASHER ENGINEERING, INC.  
30 Columbia Blvd. - Clarksburg, WV 26301  
Phone: (304) 624-4108 Fax: (304) 624-7831

**PROJECT STATUS REPORT**

TEI Project # 20-0963  
August 13, 2012

<sup>35</sup><sub>17</sub> Change Order #7 has been completed  
Items: 700 LF forcemain (PS#3)

Fall protection at PS #2 and PS #4  
Replace collapsed pipe at PS #2  
Install new heater/fan at PS #2

<sup>35</sup><sub>17</sub> Delivery Dates on Generators

PS #1 – 2<sup>nd</sup> Week of October

PS #2 – August 27, 2012

PS #3 – August 27, 2012

<sup>35</sup><sub>17</sub> Bond Counsel (Extension on date)

<sup>35</sup><sub>17</sub> Change Order #8 will consist of:

- Paint floor at PS #1 and PS #3 (remove to balance Bond Counsel cost)
- Install roof and lighting at PS #2
- New siding, doors, etc. at PS #4
- Install roof hydrant at PS #4

### **Correspondence**

Mayor James McCleaf read a thank you letter from Fred Nugent Troop #4 Committee Chairman, he thanked the Mayor and Council for use of L. Beard Miller Pool for boy scouts to pass water based requirements during the school year.

Mayor James McCleaf read a thank you letter from Rehoboth Learning Center, the students helping in the Williamsport Community Service activities, helping water potted plants placed around Williamsport and picking up trash at River Bottom park.

Mayor James McCleaf read a letter from Richard Wilson Executive Director Housing Authority of Washington County. The Housing Authority of Washington County (HAWC) has a vacancy on their board. They are looking for commissioner volunteers who share our goal of making housing affordable for all in Washington County and who would welcome the challenge of working with community partners to make that goal a reality.

Mayor James McCleaf read a thank you letter from Ralph Bovey from Bethlehem PA. Mr. Bovey thanked Councilwoman Joan Knode and her husband Jerry Knode. Joan and Jerry went above and beyond in helping him with the arrangements. The Canal family reunion was a success and plan on having it again in the future.

### **Reports:**

#### **Board of Elections Supervisor**

No report

#### **Board of Zoning and Appeals**

No report

## **History and Museum Board**

Jerry Knode of the History and Museum Board reported the upcoming C & O Canal Days scheduled for August 25 & 26, 2012. Civil war event was a wonderful weekend - he received lots of compliments. They are getting ready for WWII weekend.

## **Planning Commission**

2012-24	28 E. Sunset Ave	Attached Deck	Approved	\$ 50.00
2012-25	15813 Lockwood Rd.	Addendum to 2012-10	Approved	No Fee
2012-26	38 N. Conococheague St.	Replace collapsed sewer line	Approved	No Fee
2012-27	22 N. Conococheague St.	Commercial Office	Approved	\$ 50.00
2012-29	105 N. Conococheague St.	Repair and extend roof	Approved	\$ 50.00
2012-30	154 N. Artizan Street	Install Pergola	Approved	\$ 100.00
2012-31	154 N. Artizan Street	Install Pergola	Approved	\$ 100.00

### Permits Being Reviewed:

2012-14	31 W. Salisbury St.	Replace Porch	Pending
2012-17	38 E Potomac St.	Commercial	Pending
	1.	Tentative approval acknowledge pending positive review by WCTA.	
	2.	Requested State involvement with traffic light corrections	
2012-23	22 N. Conococheague St.	Commercial Retail	Still Being Reviewed
2012-28	21 N. Conococheague St.	Commercial Retail	Still Being Reviewed

### Old Business:

- Buffer Ordinance – pending from attorney, completion not known
- Demolition Ordinance – pending from attorney, completion not known

### New Business:

1. Incorporation of Zoning Ordinances on to Town Web Site work underway.
  - a. Clerks Office file being review for accuracy by Attorney's office, Completion not known
2. Vacant Structure Ordinances draft being prepared, projected completion Oct. 2012
3. Ordinance designating Alley Numbering
  - a. Pending Mayor and Council
- 4., Utility connection fee review.
  - a. Pending Mayor and Council review of revised report.

## **Land Use**

No report

## **Legal Council**

No report

## **Sheriff's Report**

Mayor James McCleaf gave the July 2012 Sheriff's report.

## **Council report**

Councilman Tim Fraker gave the following pool report:

- 28 private pool parties were held throughout the summer
- 83 American Red Cross swimming lessons were held, with over 450 children participating in the program
- 35 family and individual pool passes were issued this summer
- National Night Out festivities saw over 200 people utilize the pool
- Buck Night is scheduled for Friday August 24, 2012 6:00 pm - 10:00 pm

Councilman James Kalbfleisch reported the following:

- Purchase Power Adjustment Hearing
  - The PPA hearing was held on Tuesday July 10, 2012
  - A reply brief was submitted by the Town on Tuesday August 7, 2012 defending the Town's position regarding the PPA reduction
  - The judge must make a ruling within two weeks and then the new PPA can be applied with bills rendered in September
  - The expected retail rate reduction on average for the Town's customers is 2.5%
- Net Energy Metering
  - The Net Energy Metering Rider has been completed and will be filed at the MPSC soon
  - The Net Energy Metering Aggregation Pilot has also been completed and will be filed at the MPSC at the same time
  - Both riders are modeled after other Commission-approved Riders and are expected to be approved with few issues
  - As soon as the Riders are approved, they will be implemented and appropriate documents placed on Williamsport's website

Councilwoman Joan Knode reported she has been busy showing the Springfield Farm Barn to potential customers, museum is getting brochures out for Christmas and Maryland Memories sent in for events. They are also busy at the museum.

Councilman Bill Green reported that they are in the process of working on pot holes and parking issues throughout the town and Bike Night went well.

Councilwoman Maya Haines reported that C & O Canal Days is coming up and she would like to excuse herself from the committee. Good things going on in the park and the Carnival starts tomorrow August 14, 2012.

## **Mayor's Report**

Mayor James McCleaf reported that there are 108 vendors for the upcoming C & O Canal Days event. He also stated that Draper McGinley Auditing firm is started the-audit for the Town of Williamsport.

### **Unfinished Business**

Mayor James McCleaf reviewed with the Council that Breast Cancer Awareness of Cumberland Valley Inc. is requesting permission to tie pink ribbons on the parking meters, utility poles and trees along the main thoroughfare in Williamsport. The Park in the Pink Awareness ribbons will be placed Monday, October 8, 2012 by their volunteers. The Park in the Pink Awareness Campaign is held in conjunction with their pink ribbon events held during Breast Cancer Awareness Month. Councilman Tim Fraker made a motion to permit Breast Cancer Awareness of Cumberland Valley Inc to tie pink ribbons on the parking meters, utility poles and trees along the main thoroughfare in Williamsport seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council that Town of Williamsport was awarded a grant up to \$23,160.00 from the FY 2013 Maryland Heritage Areas Authority Financing Fund for rehabilitation of Doubleday Hill and self-guided tours of Civil War sites. Councilman Tim Fraker made motion to accept the grant in the amount of \$23,1600 as presented seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

Town Clerk Donnie Stotemyer reviewed with the Mayor and Council the Utility Fee Schedule for the Town of Williamsport and local municipals for water and sewer connection fees. Town Clerk Donnie Stotemyer informed the Council that the current rates that are being charged are extremely low compared to other municipalities. The Town of Williamsport Planning and Zoning Commission have made the following recommendations for review and approval.

During the course review, it was found that Williamsport fee of \$1000.00 does not reflect present costs. Thus, we have made contact with some of the surrounding Municipalities, and a table of fee(s) is listed below.

#### **Utility Connection Fee(s):**

<u>Boonsboro</u>	<u>Clear Spring</u>	<u>Funkstown</u>	<u>Hagerstown</u>	<u>Average</u>
Water	\$6,500.00	\$3,300.00``	\$3,000.00	\$3,265.00
	<u>\$5,537.50</u>			
Sewer	\$11,000.00	\$3,300.00	\$3,000.00	\$4,850.00
	<u>\$4,325.00</u>			

After review of our fee recommendation at the Town Work Session Meeting (8/6/12), the Major and Council asked that we consider whether it is applicable to designate between commercial and residential rates. The Planning and Zoning Group discussed this option and would agree that a differential between Residential and Commercial should be considered.

The Planning and Zoning would recommend that a **Water Connection fee of \$3,200.00** and a **Sewer Connection of \$3,400.00** be considered for residential connections. This would be the approximate average excluding the Boonsboro listed fee. There is no electrical connection fee

include for any of the Municipalities, but we would recommend that **Meter cost** be considered as part of a **CFI** charge be added to residential or commercial permit. In addition, we would suggest that slight increase be applied to all commercial applications.

	Water Connection	Sewer Connection
Residential	\$3,200.00	\$3,400.00
Commercial	\$4,000.00	\$4,000.00

Town Attorney Ed Kucyznski advised the Town will need to scheduled a public hearing to advertise and introduce an ordinance. Date will be September 10, 2012 at 6.45 pm.

Mayor James McCleaf explained to the Council Town Attorney Ed Kucyznski is currently working with Julie Pippel on a watershed implementation resolution. Once Town Attorney Ed Kucyznski completes the resolution for the watershed implementation plan it will be presented at an upcoming regular scheduled Council meeting.

### **New Business**

Town Clark Donnie Stotemyer informed the Mayor and Council that the Humane Society of Washington County is seeking permission to allow the Humane Society to use L. Beard Miller Pool after it closes this year to hold a fundraiser "Pooch Plunge" which benefits their various programs. Admission will be \$5.00 for one dog and one handler \$2,00 for each additional canine. They will provide a vet on site in case one is needed. Councilman Tim Fraker made a motion to permit the Washington County Humane Society to hold their "Pooch Plunge" as a fundraiser, seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Mayor James McCleaf informed the Council inn late June we assisted in reviewing a complaint at 301 East Potomac Street. This complaint was addressed in a letter dated 6/27/2012 by Mr. Grimm. One major concern at the property was Clifton Drive parking observed on the West side of the property. It is evident that the two way traffic does not support street parking due to the insufficient width of the street in this area.

It is our recommendation that 'no parking' signs be erected along the East side prohibiting parking from the intersection to Town property line on the North side of the alleyway. This we believe will remove a portion of the reoccurring complaints. Councilman Tim Fraker made a motion to adopt as presented "no parking" signs on the East side prohibiting parking from the intersection to Town property line on the North side of the alleyway seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor James McCleaf informed the Council it has been brought to our attention that the alley numbering designation within the Town has not been officially approved by the Major and Council. The Town is being advised that this must be a perquisite for the County to include this identification on the new Zoning Maps recently published.

Planning and Zoning requests the Alley Numbering, as outlined on the attached drawing, be formally approved. Town Attorney Ed Kuczynski informed the Mayor and Council that the

Town may need to have the map amended. Mr. Kuczynski explained that alleys are not officially designated and this designation should be by way of resolution with name or by numbers. Councilman Jim Kalbfleisch made a motion to introduce an emergency ordinance resolution that the Town of Williamsport alleys be designated by number seconded by Councilwoman Joan Knode with all voting in favor motion carried.

### **Citizen Participation**

Town resident Walter Williams questioned the Mayor and Council concerning if the Mayor was going to employ a full time receptionist at the front window at Town Hall. Mayor James McCleaf stated that the Town did not put this expenditure in the budget and nothing for benefits etc.

Town resident Ken Lafferty reported issues with cats and dogs at the abandoned house down on West Salisbury Street.

Town resident Carolyn Spinney questioned the Mayor and Council concerning the alleyway that runs between East Salisbury and East Potomac Streets. She questioned if this alley would be paved once the Sheetz project was completed. Mayor McCleaf advised once the project is complete the alley would be paved.

A motion was made by Councilman Tim Fraker made a motion to adjourn, seconded by Councilman Bill Green with all voting in favor motion carried.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport